

Village of Brooklyn

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Personnel Committee Agenda

Village Hall

September 3, 2014

7:00 PM

Village Hall @ 210 Commercial St.

Call meeting to order

Approve committee minutes of May 13, 2014; July 2, 2014.

Convene to closed session Pursuant to Wis Stats 19.85 (1)(c) performance evaluation of public employees.

Reconvene to open session.

Discuss 2015 wage and fringe benefits

Discuss Mission Statement and Goals for 2015

Finalize draft of Blood Bourne Exposure Protocol, Chapter 7 of Employment Manual

Discuss occupational health service provider for work-acquired exposure or injuries

Establish procedure and timeline for municipal attorney interviews and selection

Discuss proposed Staff Offsite Approval Form for conference, training, continuing education meetings

Create timeline for social media, electronic communications and electronic devices policies

Review time sheets and discuss overtime

Future agenda items:

- Develop safety program for occupational hazards for employees—assessment phase
- Review procedure for use of the authorization of release of/request form related to hiring employees
- Assistant Public Works Director job description update
- Laborer job description

Adjourn

Posted: September 2, 2014